

TOWN OF SHEFFIELD
COUNCIL ON AGING
FEBRUARY 14, 2017
SHEFFIELD SENIOR CENTER
4:00 pm

Board Members Present: Kathy Staropoli, Chairman
Michelle Harwood
Dorris Van Deusen
Patricia Hardisty
David Steindler
John Gilligan
David Smith Jr.

Others Present: Jennifer Goewey, Executive Director
Madonna Meagher, Assistant to the Director

Board Members Absent: Helen Johnston
Richard Magen

Chairman Staropoli called the meeting to order at 4:02 pm.

APPROVAL OF MINUTES:

Michelle Harwood moved to approve the January 10, 2017 minutes as presented, seconded by David Steindler. The motion carried unanimously.

BUDGET REPORTS:

Director Goewey presented the Council on Aging (COA) FY17 budget, noting that she included the first half of February on the report. Director Goewey also presented the FY17 Formula Grant Budget. Dorris Van Deusen moved to approve the FY17 (COA) Budget and the FY17 Formula Grant Budget as presented, seconded by Patricia Hardisty. The motion carried unanimously.

FY 18 BUDGET:

Director Goewey updated the board that she submitted the draft FY18 COA budget and had her budget meeting with the Town Administrator. Director Goewey went over the Town Administrator's recommendations and discussion ensued.

LOWER LEVEL USAGE:

Director Goewey gave an update on the lower level and requested feedback from the Board regarding its usage/requests once the project is complete. The consensus of the Board was for Director Goewey to make decisions for the lower level as the requests come in, seeking the board's support, only if she felt it was necessary.

Director Goewey stated that once the certificate of occupancy (CO) is obtained the project would be gifted back to the Town and additional funding would be needed to purchase items such as cabinets, countertops and tables to make the lower level functional. Board member Smith stated he would follow up with Town Administrator regarding the most appropriate way to get the funds into the FY18 Budget.

EXECUTIVE DIRECTOR UPDATE:

Director Goewey stated that the Board of Selectmen approved the bid from Rocky's Acoustics for fabric acoustic panels in the amount of \$4,500. She has been authorized to schedule the work to be completed and hopes to schedule the work in May or June. Discussion ensued regarding the color of the fabric panels and the flexibility of adding more panels in the future if necessary.

Director Goewey reported that she met with Douglas Blume, the electrician who will be installing additional lighting at the center. They discussed flood lights on the side entrance as well as out front of the building. He will provide a quote to be forwarded to the Town Administrator. Discussion ensued regarding the curb, appropriate signage, and additional handicap spaces.

Director Goewey announced that there is a "Ride to Wellness" grant opportunity and gave an overview of the grant, including funding, dispatch, and reimbursement. This grant would allow Sheffield to service those outside of our current service area, as well as potentially fill unmet needs for transportation within Sheffield. This grant only allows us to service seniors for medical reasons, however it does include the foot clinics and the blood pressure clinics. Director Goewey stated this is a great opportunity to collaborate with neighboring towns, especially New Marlborough, with no cost to the Town. It will also give us an idea of what the unmet medical needs are within South County.

Chairman Staropoli inquired about the delivery date for the new van. Director Goewey stated that we still do not have a delivery date, reassuring the board there is not a reason to be concerned.

CHAIRMAN ITEMS:

Chairman Staropoli informed the board that the annual report was in their packet for the calendar year 2016. She highlighted how the center continues to expand its programming and services, including the transportation service which has enhanced the lives of seniors living in Sheffield.

Chairman Staropoli stated she would like to schedule a training session in April in lieu of the regular monthly meeting. It would be a time to review all current policies and share information about how the center operates. The board agreed and the training will be on April 11, at 4pm. Director Goewey hopes to also cover emergency evacuation drill practice.

FRIENDS ITEMS:

Michelle Harwood reported that there are currently three fundraisers: a Murder Mystery on April 7th, knitted owl hats are for sale for a suggested \$15 donation and the card game "Seeking the Queen" has been requested from the bingo players.

The next meeting is scheduled for March 14th at 4:00 p.m.

David Steindler moved to adjourn the meeting at 5:02 pm, seconded by John Gilligan. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Director

Documents Reviewed:

Minutes, FY17 COA Budget, FY17 Formula Grant Budget, Proposed FY 18 Budget, Rocky's Acoustics Bid, Report of the COA for the Town of Sheffield Annual 2016 Report